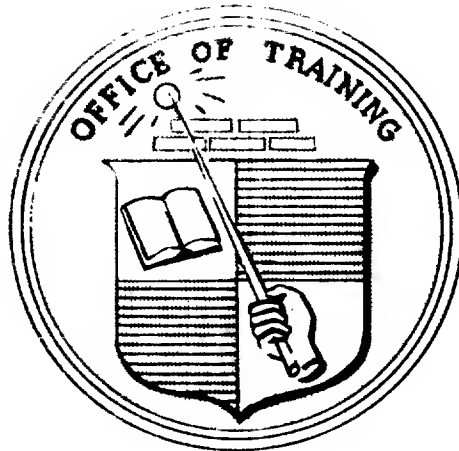


# OFFICE OF TRAINING BULLETIN

NUMBER 38



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# THE BULLETIN BOARD

## REGISTRATION FOR SUMMER SCHOOL AT LOCAL UNIVERSITIES

FOR YOUR CONVENIENCE, THE INFORMATION BRANCH, REGISTRAR'S OFFICE, TR, HAS OBTAINED SUMMER CATALOGS FROM UNIVERSITIES IN THE METROPOLITAN AREA. THESE ARE AVAILABLE FOR REVIEW IN ROOM 2611 QUARTERS EYE.

REGISTRATION DATES FOR THE FIRST TERM OF SUMMER SCHOOL, 1958, ARE:

AMERICAN UNIVERSITY	20-21 JUNE
DEPT. OF AGRICULTURE GRADUATE SCHOOL	2-7 JUNE
CATHOLIC UNIVERSITY	25-27 JUNE
GEORGETOWN UNIVERSITY	12-13 JUNE
GEORGE WASHINGTON U.	16 JUNE
HOWARD UNIVERSITY	16 JUNE
NORTHERN VIRGINIA CENTER UNIVERSITY OF VIRGINIA	9 JUNE
UNIVERSITY OF MARYLAND	23 JUNE

EMPLOYEES WHO PLAN TO TAKE SUMMER COURSES AT LOCAL UNIVERSITIES SHOULD EXAMINE REGISTRATION REQUIREMENTS IMMEDIATELY.

INFORMATION CONCERNING THE SUMMER ADULT-EDUCATION PROGRAM OF THE YWCA IS ALSO AVAILABLE IN THE INFORMATION BRANCH, R/TR. APPLICANTS MAY REGISTER NOW AT 17TH AND K STREETS, N.W. REGISTRATION HOURS ARE 9:30 A.M. TO 8:00 P.M., MONDAY THROUGH THURSDAY, AND FROM 9:30 A.M. TO 5:00 P.M. ON FRIDAY.

## SUGGESTED READINGS FOR REGIONAL SURVEY COURSE

THE REGIONAL SURVEY COURSE ON AFRICA AND THE UNITED STATES, SCHEDULED TO BE GIVEN ON WEDNESDAYS AND FRIDAYS, 1300 - 1445 HOURS, IN ROOM 2132 EYE BUILDING, FROM 25 JUNE THROUGH 15 AUGUST, WILL COMBINE DETAILED DRILL ON BASIC INTELLIGENCE ON AFRICA WITH ANALYSES AND DISCUSSIONS OF THE FUNDAMENTAL CHANGES AND PROBLEMS THAT ARE VITAL TO INTERESTS OF THE UNITED STATES NOT ONLY ON THE CONTINENT BUT ALSO THROUGHOUT THE WORLD.

THOSE WHO PLAN TO TAKE THE COURSE ARE ADVISED TO READ GROVE HAINES' AFRICA TODAY (BALTIMORE, JOHNS HOPKINS PRESS, 1955) AND AFRICA IN THE MODERN WORLD, BY CALVIN W. STILLMAN (CHICAGO, UNIVERSITY OF CHICAGO PRESS, 1955). THESE TESTS WILL CONSTITUTE THE BASIC READING IN THE COURSE AND WILL BE SUPPLEMENTED BY MATERIAL FROM CLASSIFIED AND UNCLASSIFIED SOURCES THAT WILL BE DISTRIBUTED IN CLASS. THE SUPPLEMENTS ARE PRINCIPALLY SPEECHES AND ARTICLES BY AMERICAN OFFICIALS.

ADDITIONAL INFORMATION ON THIS COURSE MAY BE OBTAINED BY CALLING THE OFFICE OF THE REGISTRAR/TR, ON EXTENSION 4005.

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TWO EXHIBITS TO BE PRESENTED  
ON WEDNESDAY, 28 MAY

THE INTELLIGENCE PRODUCTS EXHIBIT  
AND THE SUPPORT EXHIBIT, PRESENTED  
AS PART OF THE INTELLIGENCE ORIENTA-  
TION COURSE, NUMBER 21, HAVE BEEN  
SCHEDULED TO BE PRESENTED ONE DAY  
ONLY, WEDNESDAY, 28 MAY:

INTELLIGENCE PRODUCTS EXHIBIT  
0930 - 1130 HOURS

SUPPORT EXHIBIT  
1400 - 1530 HOURS

EMPLOYEES OF THE AGENCY ARE INVIT-  
ED TO ATTEND THESE EXHIBITS IN THE  
AUDITORIUM OF R & S BUILDING.

FOR THE INTELLIGENCE ORIENTATION  
COURSE, NUMBER 22, SCHEDULED FROM  
16 JUNE THROUGH 11 JULY, THESE EX-  
HIBITS HAVE BEEN SCHEDULED TWO DAYS:

SUPPORT EXHIBIT  
WEDNESDAY 25 JUNE  
1400 - 1600 HOURS

INTELLIGENCE PRODUCTS EXHIBIT  
THURSDAY 26 JUNE  
0930 - 1200 HOURS

#### STATUS OF LANGUAGE STUDY

AS OF 15 APRIL, ENROLLMENT IN IN-  
TERNAL, DUTY-HOUR LANGUAGE TRAINING  
WAS 207.

ENROLLMENT IN THE VOLUNTARY LAN-  
GUAGE TRAINING PROGRAM WAS 245 AND  
THIRTEEN LANGUAGES WERE STUDIED.

THESE LANGUAGES WERE:

ARABIC	GERMAN	POLISH
CHINESE	GREEK	RUSSIAN
CZECH	ITALIAN	SPANISH
FINNISH	JAPANESE	
FRENCH	PERSIAN	

DURING THE PERIOD 15 MARCH TO  
15 APRIL, THE LANGUAGE LABORATORIES  
WERE USED 3,226 HOURS BY 324 STU-  
DENTS IN THE STUDY OF 19 LANGUAGES.

DURING THE MONTH OF APRIL, QUALI-  
FICATIONS REVIEW AND PLACEMENT  
PANELS MET TO CONSIDER EMPLOYEES OF  
THE AGENCY FOR THE STUDY OF MALAY,  
SPANISH, GERMAN, PERSIAN AND POLISH.

ONE-HUNDRED-AND-ONE PERSONS TOOK  
THE FOREIGN LANGUAGE APTITUDE TEST-  
ING BATTERY (FLATB) FROM 19 MARCH TO  
16 APRIL.

CLERICAL SKILLS QUALIFICATION TESTS  
SCHEDULED FOR MAY AND JUNE

CLERICAL SKILLS QUALIFICATION  
TESTS IN SHORTHAND AND TYPEWRITING  
FOR EMPLOYEES WHO HAVE TO MEET THE  
AGENCY'S STANDARDS WILL BE GIVEN IN  
ROOM 508, 1016 16TH STREET ON:

MONDAY, 19 MAY  
TYPEWRITING 1315 HOURS  
SHORTHAND 1400 HOURS

MONDAY, 2 JUNE  
TYPEWRITING 1315 HOURS  
SHORTHAND 1400 HOURS

REGISTRATION FOR TESTS SHOULD BE  
ARRANGED BY SUPERVISORS THROUGH  
THEIR PERSONNEL PLACEMENT OFFICERS.

THE CLERICAL REFRESHER PROGRAM IS  
DESIGNED FOR EMPLOYEES WHO DO NOT  
MEET THESE STANDARDS.

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FOREIGN LANGUAGE PROFICIENCY TESTS  
SCHEDULED THROUGH 26 JUNE

THE OFFICE OF TRAINING WILL CONDUCT PROFICIENCY TESTS IN TWELVE FOREIGN LANGUAGES FROM NOW UNTIL THE END OF JUNE AS OUTLINED IN THE AGENCY. THESE TESTS ARE PRINCIPALLY FOR EMPLOYEES OF THE AGENCY WHO QUALIFY FOR MAINTENANCE AWARDS WITHIN THE PERIOD 4 FEBRUARY THROUGH 30 JUNE 1958. HOWEVER, ANY EMPLOYEE WHO WISHES TO TEST HIS ACHIEVEMENT OF A HIGHER LEVEL OF SKILL IN ONE OF THE TWELVE LANGUAGES MAY ALSO REPORT ON THE SCHEDULED DATE.

ALL TESTS ARE SCHEDULED TO BEGIN AT 0845 HOURS. ORAL TESTS WILL BE SCHEDULED ON AN INDIVIDUAL BASIS. EMPLOYEES OF THE AGENCY WHO WILL TAKE THE PORTUGUESE TEST SHOULD REPORT AT THE ASSIGNED TIME TO THE AUDITORIUM, ROOM 153, BUILDING. ALL OTHERS REPORT TO ROOM 2132 EYE BUILDING.

CANDIDATES IN ALBANIAN, AMHARIC, ICELANDIC, PUSHTU, SWAHILI, AND TIBETAN SHOULD BRING DICTIONARIES WITH THEM TO USE IN COMPLETING THE TESTS.

THE SCHEDULE FOR THE REMAINING TWELVE TESTS IS:

ALBANIAN	26 JUNE
AMHARIC	29 MAY
DUTCH	17 JUNE
GREEK	27 MAY
ICELANDIC	19 JUNE
PORTUGUESE	20 MAY
PUSHTU	5 JUNE
ROMANIAN	10 JUNE
SWAHILI	22 MAY
TIBETAN	12 JUNE
URDU	24 JUNE
VIETNAMESE	3 JUNE

RELOCATION OF OFFICES IN LANGUAGE  
AND AREA SCHOOL/TR

THE OFFICE OF THE CHIEF, LANGUAGE AND AREA SCHOOL/TR, , HAS BEEN RELOCATED. HE IS NOW IN 1929 QUARTERS EYE; HIS EXTENSION IS 8015. THE DEPUTY FOR LANGUAGE TRAINING, JR., IS IN ROOM 1925 QUARTERS EYE, ON EXTENSION 8318.

COORDINATOR OF THE VOLUNTARY LANGUAGE TRAINING PROGRAM, IS IN ROOM 2823 QUARTERS EYE.

THE DEPUTY FOR AREA TRAINING, MR. (x4437) AND THE DEPUTY FOR PLANS, RESEARCH AND ADMINISTRATION, (x8441) HAVE OFFICES IN 2129 EYE BUILDING.

HEADQUARTERS FOR LANGUAGE PROFICIENCY TESTING IS 2129 EYE BUILDING; THE EXTENSION, 4437.

READING TECHNIQUES COURSE  
FOR CLERICAL EMPLOYEES

THE READING TECHNIQUES COURSE, SCHEDULED FOR 7 JULY TO 1 AUGUST, WILL BE GIVEN FOR CLERICAL, SECRETARIAL AND ADMINISTRATIVE EMPLOYEES IN GRADES THROUGH GS-7. THE BASIC PRINCIPLES OF GOOD READING WILL BE TAUGHT THROUGH USE OF PRACTICE MATERIALS AND ANALYTIC EXERCISES ADAPTED TO THE JOB REQUIREMENTS OF EMPLOYEES IN THESE CATEGORIES.

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# Courses, Activities, and Programs

## NOONTIME MOVIE SCHEDULE

MAY AND JUNE

EMPLOYEES OF THE AGENCY ARE INVITED TO ATTEND THE FILMS IN ENGLISH AND IN FOREIGN LANGUAGES THAT HAVE BEEN SCHEDULED DURING MAY AND JUNE AT 1200 HOURS IN ROOM 1 - 82 QUARTERS EYE. SOME OF THESE FILMS ARE FACTUAL; OTHERS ARE FEATURE FILMS.

IF A PERSON DESIRES TO IMPROVE HIS FOREIGN LANGUAGE SKILL PARTICULARLY, OR TO ACQUIRE ADDITIONAL KNOWLEDGE OF ONE OF THE AREAS IDENTIFIED IN A TITLE, HE WILL FIND THESE FILMS OF CONSIDERABLE BENEFIT. HIS SUPERVISOR'S APPROVAL, HOWEVER, SHOULD BE OBTAINED IN ORDER TO ATTEND ANY OF THE SHOWINGS.

OCCASIONALLY IT MAY BE NECESSARY TO SUBSTITUTE A FILM FOR ONE LISTED ORIGINALLY. INQUIRIES ABOUT THE SCHEDULE AND OTHERS RELATED TO THE FILMS MAY BE MADE OF [REDACTED] ON EXTENSION 2381.

25X1A9a

20 MAY TUESDAY	THREE SHORT FILMS IN CHINESE LANGUAGE. TWO ARE 8 MINUTES EACH; ONE, 20 MINUTES.
29 MAY THURSDAY	"GLINKA." RUSSIAN FILM. 80 MINUTES. LIFE OF THE 19TH CENTURY RUSSIAN COMPOSER. FILM ENDS WITH PLAYING OF HIS "IVAN SUSANIN".
3 JUNE TUESDAY	"MARTIN BARULYA." UKRAINIAN FILM. 110 MINUTES.
4 JUNE WEDNESDAY	"THE BRAVE SOLDIER SCHWEIK." GERMAN FILM. 50 MINUTES. BASED ON THE CLASSIC, <u>THE GOOD SOLDIER SCHWEIK</u> BY THE CZECH AUTHOR, JAROSLAV HASEK.
9 JUNE MONDAY	"RAGUMAV." FRENCH FILM. 98 MINUTES.
12 JUNE THURSDAY	"PAISAN." ITALIAN FILM. 120 MINUTES. STORY OF WARTIME ITALY.
17 JUNE	"SADKO." RUSSIAN FILM. 90 MINUTES.

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### LANGUAGE AND AREA TRAINING

#### FULL-TIME LANGUAGE TRAINING

APPLICATIONS FOR FULL-TIME COURSES IN THE FOUR LANGUAGES THAT ARE LISTED SHOULD BE SUBMITTED THROUGH THE TRAINING OFFICER TO THE REGISTRAR/TR, AT LEAST SIX (6) WEEKS--PREFERABLY, THREE (3) MONTHS--BEFORE THE STARTING DATE OF A COURSE. QUALIFICATIONS OF APPLICANTS ARE CONSIDERED BY AN OTR QUALIFICATIONS REVIEW AND PLACEMENT PANEL BEFORE FULL-TIME LANGUAGE TRAINING IS APPROVED.

<u>COURSE</u>	<u>DATE OF APPLICATION REGISTRAR'S OFFICE</u>	<u>DATES OF COURSE</u>
CHINESE APPLIED RSW	IMMEDIATELY	23 JUNE - 1 AUG
JAPANESE BASIC RSW	IMMEDIATELY	30 JUNE - 17 APR (1959)*
PERSIAN BASIC RSW	IMMEDIATELY	7 JULY - 19 DEC
RUSSIAN APPLIED RSW	IMMEDIATELY	23 JUNE - 1 AUG

#### PART-TIME LANGUAGE TRAINING

APPLICATIONS FOR PART-TIME LANGUAGE TRAINING MUST BE SUBMITTED TO THE REGISTRAR, OFFICE OF TRAINING, AT LEAST TWO WEEKS BEFORE THE STARTING DATE OF A COURSE

FRENCH WORKSHOP - READING (TWO 2-HOUR CLASSES PER WEEK)	9 JUNE	23 JUNE - 29 AUG
ITALIAN WORKSHOP - READING (TWO 2-HOUR CLASSES PER WEEK)	9 JUNE	23 JUNE - 29 AUG
PORTUGUESE WORKSHOP - READING (TWO 2-HOUR CLASSES PER WEEK)	9 JUNE	23 JUNE - 29 AUG
ROMANIAN WORKSHOP - READING (TWO 2-HOUR CLASSES PER WEEK)	9 JUNE	23 JUNE - 29 AUG
SPANISH WORKSHOP - READING (TWO 2-HOUR CLASSES PER WEEK)	9 JUNE	23 JUNE - 29 AUG
TURKISH BASIC RSW (FIVE 1-HOUR CLASSES PER WEEK)	23 JUNE	7 JULY - 19 DEC

\* ORIGINALLY SCHEDULED FOR 29 SEPTEMBER 1958 TO 26 JUNE 1959

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## AREA TRAINING

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AREA TRAINING (CONT'D)

WESTERN EUROPE      AMERICANS ABROAD ORIENTATION      23 - 27 JUNE 1958

25X1A

A SPECIAL PRESENTATION OF AN AMERICANS ABROAD ORIENTATION COURSE ON WESTERN EUROPE [REDACTED] WILL BE GIVEN FOR ONE OF THE OFFICES OF THE DD/I DURING THE WEEK OF 23 TO 27 JUNE. ALTHOUGH THE PERSONNEL FROM THIS OFFICE HAVE ALREADY BEEN ENROLLED, ABOUT FIFTEEN MORE REGISTRANTS FROM OTHER OFFICES OF THE AGENCY CAN BE ACCOMMODATED. CLASSES WILL BE CONDUCTED EACH DAY FROM 1330 TO 1630 HOURS IN ROOM 2924 QUARTERS EYE. REGISTRATION SHOULD BE MADE BEFORE THE CLOSE OF BUSINESS, 9 JUNE.

25X1A

THE COURSE IS INTENDED FOR EMPLOYEES WHO EXPECT TO BE ASSIGNED, FOR THE FIRST TIME, TO A POST IN ANY PART OF WESTERN EUROPE--EXCEPT [REDACTED] THEIR DEPENDENTS WHO ARE OVER FIFTEEN YEARS OF AGE MAY ALSO BE ENROLLED IN THE CLASS. APPLICATIONS FOR REGISTRATION OF EMPLOYEES SHOULD BE SUBMITTED THROUGH TRAINING OFFICERS TO THE REGISTRAR/TR. REGISTRATION FOR DEPENDENTS SHOULD BE MADE BY MEMORANDA TO THE REGISTRAR/TR, FOR REFERRAL TO THE SECURITY OFFICER OF THE OFFICE OF TRAINING.

THE PURPOSE OF THE COURSE IS TO PRESENT BACKGROUND INFORMATION ON THE AREA AND TO CONSIDER PROBLEMS OF ADJUSTMENT THAT ARE MOST LIKELY TO BE ENCOUNTERED BY THE GROUP. INCLUDED ARE LECTURES ON THE HISTORY OF THE REGION, SIMILARITIES AND DIFFERENCES AMONG THE PEOPLES, AND THE RELATIONSHIP OF THE COUNTRIES OF WESTERN EUROPE TO THE UNITED STATES. PRELIMINARIES OF TRAVEL, THE "FIRST DAYS" IN THE AREA, HEALTH SUGGESTIONS, SHORT-CUTS TO ESTABLISHING RESIDENCE, LEGAL ADVICE, AND PERSONAL ADVANTAGES OF LIVING AS PART OF ANOTHER CULTURE ARE PRESENTED THROUGH LECTURES, BY PANELS, AND IN GENERAL DISCUSSION. ABOUT ONE-THIRD OF THE TOTAL HOURS (15) IS SPENT IN GIVING EACH PERSON IN THE CLASS PRACTICAL AND CURRENT INFORMATION ON HIS PARTICULAR POST THROUGH PERSONAL INTERVIEWS WITH THE CHIEF INSTRUCTOR AND WITH EMPLOYEES OF THE AGENCY WHO HAVE RECENTLY RETURNED FROM THE LOCALITY.

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CONFERENCES, SEMINARS, PROFESSIONAL MEETINGS

EXTERNAL

ORDNANCE MANAGEMENT ENGINEERING TRAINING PROGRAM

The Army is constantly trying to improve its effectiveness and reduce costs. The Ordnance Management Engineering Training Program, held at Rock Island Arsenal, Illinois, is one example of this effort. The program consists of some twenty courses which are designed to train personnel in the administration of modern managerial techniques.

The courses are intensive and brief. Sessions are eight hours a day; five days a week. To enliven interest in the subject matter, to bring out the best in the individual enrollee and to avoid the tedium of eight continuous hours of driving routine, active enrollee participation is demanded. Questions and opinions are encouraged and discussed, a variety of viewpoints is brought to light and the participants gain a broader approach to their problems. The sessions are conferences rather than lectures.

Courses scheduled through June include:

Top Management Seminar. The course consists of ten days of participational sessions. Courses are scheduled for 19-30 May and 16-27 June. Subjects for discussion are: History and Philosophy of Management; Functions of Management; Surveys, Plans and Controls; Organization Analysis; Human Relations; The Role of the Executive in Personnel Administration; Communications; Mathematical Management; Methods Improvement; Work Measurement; Procedure Analysis; Work Planning and Control; Financial Management; and Executive Development.

Work Methods and Standards Appreciation Course. This is a one-week course and is scheduled 2-6 June, 9-13 June, and 16-20 June. The course will include practical materials related to the study of the flow of work as well as the study of the man-on-the-job, the product and its handling. It will briefly cover the study of man and equipment relationships and multi-man activities. Emphasis will be on the logical, systematic approach to these problems. It will also include the theory and limited practice in the development of all types of work-measurement, that is, engineered standards (direct time study, predetermined time systems, standard time data, and work sampling), historical standards, technical estimates, and other statistical devices. Methods of planning, implementing, and auditing of a Methods and Standards program will be given consideration.

Management Statistics. This is a two-week course scheduled for 19-30 May. It will deal with methods of selecting, analyzing and

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presenting data for management purposes. Topics include graphic presentation, frequency distributions, measures of central tendency and variability, tests of significance, correlation, control charts, fitting lines and curves to data and forecasting.

Procedure Analysis. Three two-week courses are scheduled for 26 May - 6 June, 2-13 June and 16-27 June. The major portion of each course includes reading, discussion, and practice in the techniques of analyzing and evaluating administrative procedures involved in the flow of paperwork or control forms and their relationship to man-work.

Other courses offered at the Rock Island Arsenal include Organization Analysis; Mathematical Programming; Introduction to Automatic Data Processing Systems; Advanced Data Processing for the Systems Analyst; and Forms Management.

#### A MANAGEMENT SEMINAR ON HUMAN PROBLEMS OF U.S. ENTERPRISE IN LATIN AMERICA

New York State School of Industrial and Labor Relations will sponsor a Management Seminar on Human Problems of U.S. Enterprise in Latin America from 23-27 June 1958. This seminar will be held at Cornell University, Ithaca, New York.

Discussions will include the contrast of cultures, that is, how differences in North America and Latin American ways of life influence behavior in an organization; personality and performance, in which the similarities and differences in the personalities of U.S. and Latin American executives will be considered; methods of stimulating nationals to exercise initiative and to accept responsibility; public relations, particularly, how to relate the company to community and to government; and techniques to improve relations between the company and the unions.

#### NEW PROGRAM OF GRADUATE STUDY

Beginning in September, 1958, Massachusetts Institute of Technology will accept a limited number of students for study in political and social sciences leading to the degree of Doctor of Philosophy in Political Science. Special attention will be given to the interaction of science and technology with the political process.

The principal fields of instruction will be international relations and foreign policy, political communications, defense policy, government and science, political and economic development, and political theory and comparative politics. This program is designed for recent graduates in the

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social sciences and for persons with broad experience in industry, government, national defense or overseas development.

MEETINGS OF SCHOLARLY AND PROFESSIONAL NON-GOVERNMENTAL ORGANIZATIONS CONCERNED WITH THE SOCIAL SCIENCES

American Psychological Association. August 28 - September 3, 1958. Mayflower and Statler Hotels, Washington, D. C. Some of the discussions will be concerned with attitudes and tensions in foreign areas.

Linguistic Society of America. July 26-27, 1958. University of Michigan, Ann Arbor, Michigan. This meeting will be held in conjunction with the annual Linguistic Institute which is a regularly organized summer school of applied and theoretical linguistics. It is sponsored by the Linguistic Society and the host university.

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CIA INTERNAL USE ONLY**REGISTRAR'S REMINDERS**

INFORMATION ON CONTENT OF COURSES AND ON REGISTRATION CAN BE OBTAINED FROM YOUR TRAINING OFFICER, FROM THE INFORMATION BRANCH OF THE REGISTRAR'S OFFICE/TR, AND IN THE OTR CATALOG OF COURSES. APPROVAL AND SPONSORSHIP OF YOUR SUPERVISOR MUST BE OBTAINED IN ORDER TO REGISTER IN A COURSE. APPLICATIONS MUST BE IN THE OFFICE OF THE REGISTRAR/TR BY THE CLOSE OF BUSINESS OF THE DATE INDICATED IN THE SCHEDULE. CONSULT YOUR TRAINING OFFICER AS TO OTHER REQUIREMENTS HE MAY HAVE FOR MEETING REGISTRATION DATES.

	<u>COURSE</u>	<u>DATE OF APPLICATION REGISTRAR'S OFFICE</u>	<u>DATES OF COURSE</u>
	INTELLIGENCE ORIENTATION R & S AUDITORIUM	9 JUNE	16 JUNE - 11 JULY
25X1A	ADMINISTRATIVE PROCEDURES 136, [REDACTED]	9 JUNE	16 JUNE - 3 JULY
25X1A	B-5 (SEE <u>OTR CATALOG</u> ) 136, [REDACTED]	7 JULY	14 JULY - 15 AUG
25X1A	BASIC SUPERVISION DAILY 0830 - 1230 HOURS 155, [REDACTED]		
	(GS 5-7)	26 MAY	2 JUNE - 13 JUNE
	(GS 9-11)	2 SEPT	8 SEPT - 19 SEPT
25X1A	BASIC MANAGEMENT DAILY 0830 - 1230 HOURS 155, [REDACTED]		
	(GS 11-12)	9 JUNE	16 JUNE - 27 JUNE
	(GS 12-14)	15 SEPT	22 SEPT - 3 OCT
	INSTRUCTIONAL TECHNIQUES 2011 R & S	2 JUNE	9 JUNE - 13 JUNE
	DEPENDENTS' BRIEFING 117 CENTRAL BUILDING	(CONSULT TRAINING OFFICER)	3 JUNE - 4 JUNE

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<u>COURSE</u>	<u>DATE OF APPLICATION REGISTRAR'S OFFICE</u>	<u>DATES OF COURSE</u>
CLERICAL REFRESHER PROGRAM HOURS ARRANGED AFTER COMPLETION OF PRE-TEST 508, 1016 16TH ST.	19 MAY	26 MAY - 20 JUNE

PRE-TESTING FOR THE CLERICAL REFRESHER PROGRAM IS SCHEDULED  
IN ROOM 508, 1016 16TH STREET AS FOLLOWS:

22 MAY  
TYPING 0900 - 1000  
SHORTHAND 0930 - 1100  
ENGLISH USAGE 1100 - 1200

25X1A6d

BUDGET & FINANCE PROCEDURES 149, [REDACTED]	21 JULY	28 JULY - 8 AUG
PARTY ORGANIZATION AND OPERATIONS DAILY 0830 - 1230 HOURS 2202 ALCOTT	19 MAY	26 MAY - 20 JUNE
INTELLIGENCE TECHNIQUES 2027 R & S	23 JUNE	30 JUNE - 25 JULY
WRITING WORKSHOP 0900 - 1200 HOURS 1ST WK: MON., TUES., THURS. LAST 3 WKS: TUES., THURS. 2026 R & S	9 JUNE	16 JUNE - 10 JULY
READING TECHNIQUES HOURS TO BE ARRANGED 2502 QUARTERS EYE	26 MAY	2 JUNE - 27 JUNE
READING TECHNIQUES EXECUTIVE (WORKSHOP) HOURS TO BE ARRANGED 2502 QUARTERS EYE	2 JUNE	9 JUNE - 20 JUNE
INTELLIGENCE RESEARCH (MAPS) 0900 - 1200, MON., WED., FRI. 2029 R & S	26 MAY	2 JUNE - 30 JUNE

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<u>COURSE</u>	<u>CODE</u>	<u>DATE OF APPLICATION REGISTRAR'S OFFICE</u>	<u>DATES OF COURSE</u>
"O" COURSE TITLES ARE LISTED ONLY IN THE <u>CLANDESTINE SERV-</u> <u>ICES</u> EDITION OF THE <u>OTR CATALOG</u>	O-1	11 AUG	25 AUG - 19 DEC
	O-2	25 AUG	8 SEP - 17 OCT
	O-4	30 JUN	7 JUL - 25 JUL
	O-6	25 AUG	2 SEP - 26 SEP
	O-8	26 MAY	2 JUN - 20 JUN
	O-10	19 MAY	26 MAY - 13 JUN
	O-12 (T-22)	3 NOV	17 NOV - 12 DEC
	O-13	7 JUL	14 JUL - 1 AUG
	O-15	14 JUL	21 JUL - 8 AUG
	O-16	18 AUG	2 SEP - 10 OCT
	O-17	4 AUG	18 AUG - 12 SEP
	O-24	18 AUG	2 SEP - 26 SEP
	O-25	23 JUN	30 JUN - 18 JUL
	O-28	9 JUN	16 JUN - 20 JUN
	O-29	16 JUN	23 JUN - 11 JUL
	O-30	16 JUN	30 JUN - 25 JUL

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